

14 AUG 13/3

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Director of Personnel
5E58 HQ

**Acting Deputy Director
For Administration**

Attached is the response to Review Staff 75/2289, dated 11 August 1975, HSC staffer Roeder's 8 August letter requesting a list of management reports.

F. W. M. Janney
Director of Personnel

Dist:

0 & 1 - Add
1 - D/Pers Subject File
1 - D/Pers Chrono
1 - DD/Pers/SP
1 - DD/Pers/P&C
1 - DD/Pers/R&P
1 - G/SAS

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14 August 1975

Plans and Control

(Distribution to D/Pers and DD/A
unless otherwise noted)

Three Year Cyclical

Position Management Survey Reports

Annual

Annual Personnel Plan (DCI)

Personnel Development Program (DCI)

Report to PFIAB

Estimate of Retirements

Planning Projections of Manpower Trends in Coming Fiscal Year

DDA Records Management Report of Information Holdings

Program Call

Annual Report

Year-end Projection Reports (monthly for about last 5 months)

Semi-Annual

Report on Language Capabilities (Career Services)

Status of Implementation of New Personnel Policies

Bi-Monthly

Management by Objectives

Office of Personnel EEO and APP Status Report

Monthly

Personnel Trends

Details In and Out of the Agency

Weekly

Weekly Report of Activities

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Ad Hoc

Individual Management Survey Studies - i.e. Upward Mobility, Secretarial, Centralized Courier

Federal and Private Sector Pay Levels for Nurses Positions

Reports Concerning the Qualifications of Employees

Reports Concerning the Status of Employees

Papers Generating Recommendations for Management Action in Various Personnel Related Matters

Employee Bulletin - Progress and New Directions in Personnel Management

Responses to Investigative and Select Committees

Regulatory Revisions (Reflect Management Decisions - OPMs, OPNs, HHBs, [redacted] et al)

Review and Interpretation of Regulations and Regulatory Authorities

Responses to CSC, OMB, memos and letters

Review, Publication and Application of New Legislation - i.e. P.L. 93-181 (Leave Restoration) FLSA

Reviewed Draft OP Notices with Respect to Personnel Management

Development and Application of Retirement Estimator

Modeling of Manpower Flows for Selected Components

Responses to Questions from House Appropriations Committee

Age and Grade Trends

Studies in Response to OMB

Guidances on Personnel Policies

Data on the Age Distribution and Educational Levels of CIA Employees

Estimate by Directorate of Lump Sum Annual Leave Payments

Review and Evaluation of Employee Suggestions (Awards Board)

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Computer Produced Reports

- 1 Monitor List for Report Distribution
- 100 Gains and Losses by Office
- 101 Separations List of Agency Staff Personnel
- 102 Accessions Lists of Agency Personnel
- 103 Preliminary Strength Report
- 105 Alphabetical Listing of Staff Personnel
- 106 Listing of Staff Personnel by Office
- 107 Date of Grade Roster by Career Service
- 109 Supergrade List by Office
- 110 Promotion Tabulation by Grade
- 112 Roster of Employees Who Were Granted QSI's
- 113 Grade Distribution of Staff Personnel by Office
- 114 Tabulation of Overseas Personnel by Station
- 115 Name Change Roster
- 120 Military Detail Listing
- 121 Roster of Employees on Leave Without Pay
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- 133 Overseas Master Listing
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- 173 Listing of Employees Due a Service Award
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- 175 Age and Grade Distribution of Staff Personnel
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- 177 Listing of Employees Who will Retire within Five Years
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- 184 Fitness Report Ratings Tabulation
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- 188 Tabulation of Gains and Losses by Career Service
- 200 CIA Retirement and Disability System Roster
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- 249 Minority Study
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- S-100 Staffing Complement by Office
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- S-104 Organizational Code Listing
- S-106 Roster of Agency Personnel Who are Mismatched with Their Position's Career Service
- S-112 Tabulation of Agency Positions and Personnel by Grade
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| S-116 | Tabulation of Agency Personnel and Positions by Subcategory and Grade |
| S-118 | Tabulation of Agency Positions and Personnel by Subcategory and Office |
| S-120 | Tabulation of Positions and Personnel within Office of Communications by Division |
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| S-134 | Date of Grade Roster by Career Service of All Agency Personnel |

Periodic Statistical Reports (Prepared Manually from Computer Reports)

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|-----|---|
| 002 | Monthly on Duty Strength Comparisons by Directorate |
| 005 | D Career Service Grade Distribution |
| 006 | D Career Service Gains and Losses |
| 007 | Career Service Grade Authorization |
| 013 | Combined Status Report by Subcategory |
| 014 | Roster of Re-employed Staff Personnel |
| 015 | Weekly Staff Personnel Strength Report |
| 016 | DDO Over/Under Ceiling Report |
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| 019 | Employees on Extended Sick Leave |
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